

INSTRUCTIONAL RECOMMENDATIONS – DOCUMENT USE LEVEL 3

The purpose of this document is to provide recommendations for instructors who are using TOWES™ Focus results to develop learning plans for clients. These recommendations relate to planning instruction for clients who achieved Level 3 in Document Use on a TOWES™ Focus assessment. The first two rows of information are provided to clients as part of their score reports. The two rows that follow are instructional recommendations, from general to specific.

CLIENT REPORT STATEMENTS	
INTERPRETATION	<p>A score at Level 3 in Document Literacy, indicates that you have skills that will help ensure your success at work and in daily life. You are able to successfully transfer your Document Literacy skills to new situations.</p> <p>At Document Literacy Level 3, your document literacy skills include the ability to:</p> <ul style="list-style-type: none"> • find multiple pieces of information in an uncomplicated document. • find information in a document using one or two search criteria. • accurately enter several pieces of information into a document. • use complex documents in which multiple pieces of information are organized in sections with headings and subheadings. • integrate multiple pieces of information from a single document. • integrate information from more than one document. • identify relevant and irrelevant information. • enter integrated information into a document.
LEARNER RECOMMENDATIONS	<p>Here are some ways you can build on your skills:</p> <ul style="list-style-type: none"> • practice extracting information from and entering information into complex documents. • practice integrating information from multiple documents. • practice making inferences based on available information.

INSTRUCTIONAL RECOMMENDATIONS

<p>GENERAL RECOMMENDATIONS DOCUMENT USE LEVEL 3</p>	<ul style="list-style-type: none"> • Assist clients in defining clear and measurable goals, before starting any training. • As much as possible, use content or topics that are of high interest or are of high value to them and their literacy goal. • Monitor clients 'progress so you know when they have achieved their set goal or when you need to shift them to a different strategy. • Individualized learning plans are very useful as is regular and frequent review of progress. • Computer-based training will be useful for learners at Level 3. • The ultimate goal is for learners to strengthen the skills they have and to expand their skills, as may be required for them to achieve their set goal.
<p>SPECIFIC RECOMMENDATIONS DOCUMENT USE LEVEL 3</p>	<p>Individuals at Document Literacy Level 3 can further improve their skills by:</p> <ul style="list-style-type: none"> • practicing extracting information from and entering information into complex documents. • practicing integrating information from multiple documents . • practicing making inferences based on available information.